

**Volunteer Coordinating Committee Meeting
Flint Room
Town Center
Thursday, November 12, 2015 – 9:00 a.m.**

Present: Vice Chair Joseph Piantedosi; Jennifer Kelley and Carol Amick

Absent: Chair Patricia Carluccio; Tim Gray and Selectmen Liaison Caroline Fedele

Also Present: Administrative Assistant Colleen Doyle

1. Call to Order

Vice Chair Piantedosi called the meeting to order at 9:14 a.m.

2. Review Past Meeting Minutes

Ms. Amick made a motion to approve the minutes of October 8, 2015 as amended. Ms. Kelley seconded the motion.

The motion passed 3-0-0.

3. Old Business

a. Review Vacancy Worksheet

Arbor Resources Committee: There are two vacancies and no applicants for this committee. Ms. Amick reported that she did email Garden Club members but no one has responded.

Ms. Amick suggested contacting New England Nurseries to see if they know of anyone who may be interested in volunteering.

Ms. Amick will also contact Conservation Administrator Elizabeth Bagdonas to ask if she knows of anyone involved with the Trails that may want to volunteer. Mr. Piantedosi will ask Public Works Director Roy Sorenson if he keeps a list of people who attend Tree Hearings.

Mr. Gray expressed interest at the last Volunteer Coordinating Committee (VCC) meeting but the members were not sure if Mr. Gray actually attended a meeting yet.

Bicycle Advisory Committee: Craig Jackson will be interviewed at the November 16, 2015 Selectmen's meeting.

Community Preservation Committee (CPC): Maggie Debbie was appointed to the CPC.

Cable Television Committee (CATV): There are two vacancies on this committee. Ms. Amick reported that she has not heard back from Shane O'Neil and he has not submitted a Volunteer Questionnaire (VQ). Ms. Amick will follow up with him again.

Ms. Amick stated that she talked to Kay Hamilton's husband but he is not interested in volunteering for this committee.

Patriotic Holiday Committee (PHC): Mr. Piantedosi reported that Sebastian Marcus resigned from the PHC creating an at-large vacancy on the committee. Mr. Piantedosi also mentioned that James Burton needs to be officially appointed to the PHC as the VFW member. This process has been held up because Town Manager Richard Reed needs to finish reviewing the updated committee charge. The proposed change would remove the Hanscom liaison as a voting member. That is the only change that affects the membership. Mr. Piantedosi is hoping to recruit younger members for this committee. Michael Hayes originally applied for the Finance Committee but also expressed interest in the Patriotic Holiday Committee. Mr. Piantedosi will ask him if he is still interested.

b. Discuss Bedford Cable Interviews of Committee Chairs – Potential Questions

Chair Carluccio emailed a list of suggested questions that the committee discussed.

1. **Tell us a bit about your committee?**
2. **Are there any particular types of experience you look for in volunteers?**
Ms. Amick thought the word "capabilities" should be added to the second question. It would read **Are there any particular types of experience or capabilities you look for in volunteers?**
3. **How often do you meet?**

The following questions were suggested at the meeting.

1. **To whom does the committee report?**
2. **Does the committee have specific projects?**
3. **What are the most satisfying aspects of being on the committee?**

The committee will discuss this list of questions further at their next meeting.

c. Open Discussion

i. Special Town Meeting Follow-up

Ms. Kelley reported that she passed out flyers at the Special Town Meeting on November 2, 2015. She found that most of the attendees were already serving on committees.

Ms. Amick requested that Ms. Doyle ask the Town Clerk if she had a list of those who got up to speak at Special Town Meeting.

The committee also wants to ask the Town Clerk if they can hand out flyers at the Annual Town Election.

4. New Business

a. Meeting Times – Mornings, afternoon, evenings? Poll members to see what works/ doesn't work.

Chair Carluccio was recently hired as a substitute teacher and is not sure when she will be working but will always have Fridays free. Fridays are difficult for Ms. Amick and Mr. Piantedosi during the summer but they are generally not a problem now.

b. Next Meeting

The next meeting of the VCC is tentatively scheduled for Friday, December 11, 2015. The committee will only meet if there are new applicants.

Ms. Amick moved to adjourn. Ms. Kelley Mr. Piantedosi seconded the motion.

The motion passed 3-0-0.

The meeting adjourned at 10:07 a.m.